

DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER (JRTC) AND FORT POLK
FORT POLK, LA 71459-5341

NONAPPROPRIATED FUND ANNOUNCEMENT

OPENING DATE: 02 JAN 03

CLOSING DATE: 31 DEC 03

The following positions are included in this announcement:

ANNOUNCEMENT NO.:	TITLE/PAY PLAN-SERIES-GRADE
NAF-PA-2003-01	Custodial Worker, NA-3566-02
NAF-PA-2003-02	Desk Clerk, NF-1176-01
NAF-PA-2003-03	Security Guard, NF-0085-01
NAF-PA-2003-04	Lifeguard, NF-0189-01
NAF-PA-2003-05	Maintenance Mechanic Helper, NA-4749-05
NAF-PA-2003-06	Recreation Assistant, NF-0189-02
NAF-PA-2003-07	Food & Beverage Attendant, NA-7420-03
NAF-PA-2003-08	Bartender, NA-7405-04
NAF-PA-2003-09	Laborer, NA-3502-02
NAF-PA-2003-10	Club Operations Assistant, NF-1101-02
NAF-PA-2003-11	Food Service Worker, NA-7408-02
NAF-PA-2003-12	Recreation Assistant, NF-0189-02
NAF-PA-2003-13	Recreation Aid, NF-0189-01
NAF-PA-2003-14	Food Service Worker, NA-7408-02
NAF-PA-2003-15	Recreation Assistant, NF-0189-02
NAF-PA-2003-16	Aerobics Instructor, NF-1712-02

Applications and/or resumes for consideration and evaluation methods of candidates will be in accordance with AR 215-3. All qualified applicants will receive consideration without regard to race, color, creed, sex, national origin, politics, marital status, physical handicap (which does not interfere with the accomplishment of the job), age, membership or non-membership in a labor organization. All applications and/or resumes will remain active for 90 days and then will be placed in the inactive file.

WHISTLE BLOWER PROTECTION: NAF employees and applicants will be free from reprisal in making protected disclosures and the confidentiality of the employees and applicants will be protected.

SPECIAL CONDITION OF EMPLOYMENT: All NAF employees are required to designate a financial institution to which their pay can be directly deposited via Electronic Fund Transfer (EFT). A waiver may be requested to alleviate financial hardship.

AREA OF CONSIDERATION: Applications (DA FORM 3433 and 3433-1) and/or resume will be accepted from all individuals, including active duty military.

WHERE TO APPLY: Applications (DA FORM 3433 and 3433-1) and/or resume may either be mailed to the Civilian Personnel Advisory Center (CPAC), NAF Branch, 7041 Radio Road – Bldg. 413, Fort Polk, LA., 71459 or submitted to CPAC by placing the application and/or resume in the drop slot outside the building or in the drop slot in the Job Information Center. All applications and/or resumes must be received in CPAC no later than the closing date of the announcement.

HOW TO APPLY: Interested candidates should apply by completing, signing and submitting an application for Nonappropriated Fund Employment, DA Form 3433 and 3433-1 (Supplemental Application Form, must be completed as a condition of employment) and/or a resume. One application and/or resume is required for each position. Applications and/or resume must be completed according to instructions on the DA Form 3433 and 3433-1. Applications/resumes must include an original (not photocopied) signature and date. **INCOMPLETE APPLICATIONS/RESUMES WILL NOT BE CONSIDERED.** Applications and/or resumes must be completed with detailed description of experience for each period of employment.

SELECTION PRIORITIES: Selection preferences for all competitive recruitment actions for positions NF-3 and below, to include all prevailing rate positions, will be given according to the following priorities:

1. Spouse Employment Preference (SEP)
2. Involuntarily Separated Military (ISM)
3. Current and former employees
4. Outside Applicant - veteran (DD 214, MBR 4)
5. Outside Applicant - non-veteran

Selection will be made of Priority 1 applicants before all other Priorities. In the absence of Priority 1 applicants, selection will be made of Priority 2 applicants before all other Priorities. If there are no applicants available from Priority 1 or 2, then consideration will be as follows:

Consideration of Priority 3 (selection not mandatory). If there are applicants from Priority 4, then selection may be made from Priority 3 or 4. If there are Priority 4 applicants, selection may not be made from Priority 5 unless pass over of a Veteran to select a non-veteran is approved by the Garrison Commander.

SPOUSAL PREFERENCE ELIGIBILITY: Begins 30 days prior to military sponsor's reporting date and continues through entire tour or until acceptance or declination of a position offer (NAF, APF, or AAFES whether preference was applied or not), with the exception of a temporary position to last less than one year. **To apply under Spouse Preference, the completed Request for Application of Spouse Preference For Nonappropriated Fund (Fort Polk Form FP 131), and a copy of Sponsor's PCS orders must be furnished with DA Form 3433 and 3433-1 (Nonappropriated Fund Employment Application) and/or resume to certify eligibility for preference in NAF positions of grade NF-3 and below. REFUSAL BY THE SPOUSE TO PARTICIPATE IN ESTABLISHED RECRUITMENT PROCEDURES (I.E., INTERVIEW, KNOWLEDGES, SKILLS AND ABILITIES WHERE REQUIRED, ETC.) IS CONSIDERED A DECLINATION OF EMPLOYMENT AND IS A BASIS FOR TERMINATION OF SEP ENTITLEMENT FOR THE CURRENT PCS OF THE SPONSOR.**

INVOLUNTARILY SEPARATED MILITARY (ISM) AND THEIR ELIGIBLE FAMILY MEMBERS: Eligibility for ISM preference will be verified by a copy of DD 214 (member 4 copy) or DD 1173 (ID Card) for eligible family members or a copy of official letterhead from the Department of the Army indicating eligibility. This applies to competitive recruitment at grades NF-3 and below. An individual can only receive this preference once. An ISM preference is terminated upon placement or declination of a position (whichever comes first).

CURRENT AND FORMER NAF EMPLOYEES (CNE & FNE): A CNE is an employee who is currently working for Nonappropriated Funds. A FNE is a former employee who previously worked for Nonappropriated Funds regardless of dates of prior employment or location. Unless presently employed as a NAF employee at Fort Polk applicants must furnish proof of employment status by providing the latest copy of DA Form 3434. In addition, Appropriated Fund employees (APF) are also considered in this category. A copy of their latest SF 50 must be submitted with the application/resume.

OUTSIDE APPLICANT VETERAN (OAV): An OAV is an applicant who has served on active duty for at least six months prior to 15 October 1976; served in a campaign or expedition for which a badge is authorized and who has not been previously employed by a NAF activity. A copy of DD Form 214 (member 4 copy) must accompany the job application and/or resume. This priority is granted whether or not the service member retired from the military service as long as the discharge was "honorable".

OUTSIDE APPLICANT NON-VETERAN: If the applicant is a retired military service member, a copy of DD Form 214 (member 4 copy) must accompany the job application and/or resume and employment cannot be granted for 180 days after the military retirement date. If the applicant did not retire, but previously served in the military regardless of the number of years, then a copy of DD Form 214 (member 4 copy) is also required.

In accordance with the Department of the Army Guidance for streamlining the recruiting procedures, all applicants will not be individually notified of their qualifications and final action taken under this announcement.

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ANNOUNCEMENT NO.: NAF-PA-2003-01

POSITION TITLE: Custodial Worker

PAY PLAN-SERIES-GRADE: NA-3566-02

ENTRANCE SALARY: \$6.09 per hour

LOCATION: DCFA, Fort Polk Lodging

EMPLOYMENT CATEGORY: Flexible Appointment. (No Guaranteed Hours).

SUMMARY OF DUTIES: Cleans furniture, fixtures and equipment in offices, storerooms, corridors, stairways, lounges, quarters, laundry room, latrines and other areas as directed. Sweeps, dry mops, scrubs, waxes, polishes floors, using broom, mop, powered equipment. Cleans and shampoos carpets, using commercial vacuum cleaners and shampooer. Moves, cleans, dusts, waxes, polishes furniture,

fixtures and equipment. Empties ashtrays and wastebaskets. Replaces light bulbs. Washes walls, windows, blinds. Removes stains, using chemicals/cleaning agents provided. In living quarters, makes beds, changes bed and bath linens, collects soiled linens and places at a designated pickup point. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS: Three (3) months experience required. Ability to follow written and oral instructions. Skill in operation and use of basic cleaning tools and equipment, including the physical skills necessary to handle/control heavier equipment such as institutional-type buffers. May be required to obtain a permit to operate a light motor vehicle.

Frequently lifts and carries equipment, wet laundry, supplies weighing up to 50 pounds. May push a hand truck. Continually bends, stands, walks, reaches and stoops. Works from ladders.

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ANNOUNCEMENT NO.: NAF-PA-2003-02

POSITION TITLE: Desk Clerk (OA)
PAY PLAN-SERIES-GRADE: NF-1176-01
ENTRANCE SALARY: \$6.00 per hour
LOCATION: DCFA, Fort Polk Lodging
EMPLOYMENT CATEGORY: Flexible Appointment. (No Guaranteed Hours).

SUMMARY OF DUTIES: Interviews guests to determine their status in order to assign appropriate quarters. Assists clientele in the completion of required forms and registration cards; answers questions pertaining to rules and regulations governing the assignment and use of quarters; issues room keys. Computes charges for guests checking out, receives payments and room keys; renders receipts. At end of shift, accounts for and secures all cash and financial documents.

QUALIFICATION REQUIREMENTS: Ability to add, subtract, multiply and divide at the level necessary to complete required duties. Ability to make change and count cash. Skill in operating an electric typewriter, calculator, and basic computer knowledge. Ability to communicate orally and deal effectively with people of diverse backgrounds. Duty hours include shifts, weekends, and holidays. Must be bondable.

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ANNOUNCEMENT NO.: NAF-PA-2003-03

POSITION TITLE: Security Guard
PAY PLAN-SERIES-GRADE: NF-0085-01
ENTRANCE SALARY: \$5.15 per hour
LOCATION: DCFA, Food, Beverage & Entertainment (Sports America)
EMPLOYMENT CATEGORY: Flexible Appointment. (No Guaranteed Hours).

SUMMARY OF DUTIES: Provides normal security protection. May serve as master-at-arms, ensuring that patrons comply with the facility rules and standards. Patrols facility, circulating among patrons to maintain and prevent damage to furnishings, and to ensure patrons safety. Warns patrons guilty of infractions and, if they become unruly, tactfully removes them from the facility. May call military police if necessary. Checks identification cards of persons entering facility to which assigned. As required, may assist in cleaning tables and returning glassware to the bar during entertainment events. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS: Ability to read and follow oral and written instructions and skills in dealing with people under difficult conditions. Three months of experience in an industrial, residential, or other security-type business or service with any of the components of the Armed Forces.

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ANNOUNCEMENT NO.: NAF-PA-2003-04

POSITION TITLE: Lifeguard

PAY PLAN-SERIES-GRADE: NF-0189-01

ENTRANCE SALARY: \$6.00 per hour

LOCATION: DCFA, CRD, Sports & Athletic Branch – Swimming Pool

EMPLOYMENT CATEGORY: Flexible Appointment. **(No Guaranteed Hours).**

SUMMARY OF DUTIES: Performs lifeguard duties, responsible for safeguarding the lives of persons using the swimming pool. Rescues swimmers and administers first aid as required. Ensures that safety rules are followed. Assists in maintaining pool, and keeping area clean and free from any hazards. May be called upon to conduct swimming instructions for young children, with a parent or guardian present. Provides information to swimmers regarding safety rules and procedures. Tactfully warns patrons who repeatedly disregard safety rules, and reports their behavior to the Senior Lifeguard. Maintains daily logs and records as required.

QUALIFICATION REQUIREMENTS: Current Red Cross Advanced Life Saving Certificate. Current CPR Certificate. **(Must attach a copy of Red Cross and CPR certifications to application).**

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ANNOUNCEMENT NO.: NAF-PA-2003-05

POSITION TITLE: Maintenance Mechanic Helper

PAY PLAN-SERIES-GRADE: NA-4749-05

ENTRANCE SALARY: \$7.30 per hour

LOCATION: DCFA, Admin/Support Division

EMPLOYMENT CATEGORY: Flexible Appointment. **(No Guaranteed Hours).**

SUMMARY OF DUTIES: Works under the general supervision of the Facility Manager. Performs a variety of trade and craft duties involving the maintenance, repair, and improvement of facilities. Assists in the maintenance and repair of building interiors. Patches and paints walls, replaces faucet

washers, light bulbs, and fuses. Unstops sinks and toilet bowls. Hangs electrical fixtures, and repairs screens and storm sashes. Makes minor repairs to furniture and woodwork. May occasionally assist in the moving of furniture or refinishing their appearance. Assists in the maintenance and repair of building exteriors. Prepares surfaces for painting by applying sealing compounds and primers. Finishes rough edges, smoothing them with file, emery cloth, and sandpaper. Paints when surfaces are ready. Sets up and adjusts ladders and scaffolding. Carries, lifts and holds materials in position during operations. Assists in the maintenance and repair of the grounds. Cuts grass, plants, trims hedges, trees, and shrubbery. Dumps trash, waters plants, and sweeps walkways, and may be required to shovel snow. Drives a 1/2 to 1 ton military vehicle to and from work site to transport material and personnel. Prepares trip tickets, performs driver's daily maintenance and reports any major repairs to supervisor.

QUALIFICATION REQUIREMENTS: Applicant must have experience in performing duties as described and must have the ability to follow oral and written instructions involving those duties. **Applicant must have a valid driver's license.** Frequently stands, stoops, bends, kneels, climbs and works in tiring and uncomfortable positions. May carry equipment, tools, or supplies weighing up to 40-80 pounds.

CONDITION OF EMPLOYMENT: Position subject to mandatory drug testing.

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ANNOUNCEMENT NO.: NAF-PA-2003-06

POSITION TITLE: Recreation Assistant (Golf)
PAY PLAN-SERIES-GRADE: NF-0189-02
ENTRANCE SALARY: \$6.50 per hour
LOCATION: DCFA, CRD, Warrior Hills Golf Course
EMPLOYMENT CATEGORY: Flexible Appointment. **(No Guaranteed Hours).**

SUMMARY OF DUTIES: In a patron usage facility, circulates among patrons to assure service is satisfactory; receives and resolves customer complaints; provides information and general instructions on the use of equipment, facilities and machinery. Assist patrons in use of the facility by checking out equipment, providing safety instruction, demonstrating new or unusual hobby techniques, teaching classes, etc. Plans, conducts, publicizes and arranges support for NAFI sponsored special events, social activities, tournaments and related functions. May provide work guidance to other staff. Issues, receives and controls cash boxes and other change funds. Reads and clears cash registers; transfers cash to safe. Makes bank deposits. Assists in restocking pro-shop inventory and snack bar inventory.

QUALIFICATION REQUIREMENTS: Work experience which involved dealing with the general public and documentation of cash transactions. Ability to operate a cash register. Ability to lift or move weights up to 50 pounds. This position requires a significant amount of reaching, bending, and stooping. The incumbent of this position will be required to work evenings, weekends, and holidays.

ANNOUNCEMENT NO.: NAF-PA-2003-07

POSITION TITLE: Food & Beverage Attendant

PAY PLAN-SERIES-GRADE: NA-7420-03

ENTRANCE SALARY: \$6.49 per hour

LOCATION: DCFA, Food, Beverage & Entertainment (Sports America)

EMPLOYMENT CATEGORY: Flexible Appointment. (No Guaranteed Hours).

SUMMARY OF DUTIES: Collects sales slips, total sales on cash register, accepts payment from patrons and makes change as necessary. Maintains related cash records. Keeps work area clean and orderly. Sets up food service counters and steam tables with hot and cold foods and beverages. Prepares coffee and hot water for tea, fill beverage dispensers with juices and soft drinks. Sets tables, seats guests, records guests selections and turns in orders to the kitchen. Serves food, alcoholic and nonalcoholic beverages. Presents bill and receives payment. Cleans tables and immediate area. Prepares fruits and vegetables for cooking and serving. Makes a variety of fruit and vegetable salads. Portions out food, cleans and prepares meats and seafood for cooking. Checks food during cooking to prevent overcooking. Prepares sandwiches and box lunches. Washes dishes, pots and pans. Empties trash and cleans and sanitizes containers. Unloads trucks and places contents in proper storage and use areas, brings supplies to work areas. Clean floors, walls and windows in kitchen, dining and storage areas. Performs other duties assigned.

QUALIFICATION REQUIREMENTS: Incumbent must be able to work independently, able to make change, read and write English sufficient to read recipes and complete required reports. Must be able to actively bend, stoop, reach and work in awkward positions. Lift and carry items weighing up to 40 pounds. **All interested applicants must be 21 years of age at the time of appointment.**

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ANNOUNCEMENT NO.: NAF-PA-2003-08

POSITION TITLE: Bartender

PAY PLAN-SERIES-GRADE: NA-7405-04

ENTRANCE SALARY: \$6.89 per hour

LOCATION: DCFA, Food, Beverage & Entertainment (Sports America)

EMPLOYMENT CATEGORY: Flexible Appointment. (No Guaranteed Hours).

SUMMARY OF DUTIES: Operates a small full-service bar, mixing and serving nonalcoholic drinks and easy-to-make alcoholic drinks, such as whiskey and sodas, gin and tonic, manhattans, and martinis to order. Records sales on cash register, makes change or prepares charge sales slips in accordance with standard operating procedures. Restocks bar as required; refills ice container; removes used bottles and beer kegs to storage area. Washes and dries glasses. Keeps bar, utensils, equipment and work area clean and sanitary. Keeps records of the quantities of beverages dispensed each week and submits requirement for re-stocking to supervisor, or, requisitions needed supplies from a central package beverage store. When deliveries are made, checks quantity and description of items received and signs documents. Uses tact and courtesy to deny further sale of alcoholic or malt beverages to

persons whose conduct has become unruly or who appear to be inebriated. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS: Applicant must have a minimum of 9 months of experience mixing alcoholic beverages for retail sale. Satisfactory completion of a bartenders training school may be substituted for 3 months of the required experience. Incumbent must be able to walk or stand for prolonged periods of time and handle objects weighing up to 40 pounds. Must be able to hear the conversational voice and to speak clearly. Must meet the appropriate minimum age requirement.

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ANNOUNCEMENT NO.: NAF-PA-2003-09

POSITION TITLE: Laborer

PAY PLAN-SERIES-GRADE: NA-3502-02

ENTRANCE SALARY: \$6.09 per hour

LOCATION: DCFA, Admin/Support Division

EMPLOYMENT CATEGORY: Flexible Appointment. (No Guaranteed Hours).

SUMMARY OF DUTIES: Performs one or more of the following duties alone or as a member of a work crew: Mows grass, weeds flower beds and trims and edges around walks using hand clippers or powered edging tools. Loads and unload trucks. Moves supplies, materials and equipment using wheelbarrows, hand trucks or dollies. Digs, fills, and tamps soil and gravel in earth excavations. Vacuums and cleans rugs and drapes. Sweeps, mops, strips, scrubs, waxes and polishes floors, using heavy industrial-powered equipment. Moves heavy items of furniture as required. Washes and cleans windows inside and outside of building. This position is a combination of Laborer, NA-3502 and Custodial Worker, NA-3566, duties. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS: Three (3) months experience required. Must have ability to use, control and clean tools and power equipment used, and ability to follow oral, and/or written instructions involving duties with several distinct task or steps without constant supervision of each task assigned. Applicant must be physically capable and attentive, able to work outside occasionally, in bad weather, and inside, exposed to drafts, noise, dust and dirt. Must be able to frequently lift and carry moderate to heavy objects up to 50 pounds. Must also be able to actively bend, stoop, stand, reach, and work in awkward positions.

CONDITION OF EMPLOYMENT: Position subject to mandatory drug testing.

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ANNOUNCEMENT NO.: NAF-PA-2003-10

POSITION TITLE: Club Operations Assistant

PAY PLAN-SERIES-GRADE: NF-1101-02

ENTRANCE SALARY: \$7.29 per hour

LOCATION: DCFA, Sports America

EMPLOYMENT CATEGORY: Flexible Appointment. **(No Guaranteed Hours).**

SUMMARY OF DUTIES: Manages the entire club operation at night in accordance with establishment procedures. Issues, receives and controls cash receipts and change fund; verifies cash count of funds turned in by cashiers. Determines cash shortage and overages. Ensures that employees follow their assigned schedule during their shift. Will send employees home when business is slow. Ensures that all sanitation requirements are met during their assigned shift. Assures only authorized patrons utilize the club facilities. Submits daily report of all night operations to the club manager. Assists in setting up parties according to party plan. May assist bartenders in setting up bars and/or cashier's bag. Completes Daily Activity Reports. Completes fire safety checks and secures the facility.

QUALIFICATION REQUIREMENTS: Progressively responsible duties in the receipt, disbursement, examination, deposit, custody or other processing of cash items. Ability to read and follow oral and written instructions, and skills in dealing with people under difficult conditions. Ability to lift and carry up to 20 pounds. High School Diploma or equivalent. Six months of experience in club operations. Incumbent must be able to work nights, weekends, and holidays. Candidates for this position must be 21 years of age at the time of appointment. Must be bondable.

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ANNOUNCEMENT NO.: NAF-PA-2003-11

POSITION TITLE: Food Service Worker

PAY PLAN-SERIES-GRADE: NA-7408-02

ENTRANCE SALARY: \$6.09 per hour

LOCATION: DCFA, Sports America

EMPLOYMENT CATEGORY: Flexible Appointment. **(No Guaranteed Hours).**

SUMMARY OF DUTIES: Makes a variety of fruit and vegetable salads by cutting lettuce, tomatoes, ham, cheese, eggs, fresh fruit, etc., arranged neatly in salad bowls. Assists in the preparation of food items by peeling, paring, washing, and cleaning. Opens cans and cartons. Carries food from kitchen and sets up food service counter. Serves food cafeteria style to customers in food serving lines. Arranges and sets up tables and chairs with items such as drinking glasses and utensils. Busses dishes to kitchen; pre-rinses, and loads/unloads dishwasher; scrubs and cleans heavy pots and pans; stacks and stores dishes. Cleans tables and chairs, kitchen equipment (i.e., stove, refrigerator, freezers, appliances, etc.), countertops, floors, and empties trash. May be required to operate a meat-slicing machine. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS: Ability to follow oral and written instructions and do simple arithmetic. Some knowledge and judgment of food handling techniques, sanitation standards, and ability to work safely is required. Frequently lifting or moving objects weighing up to 30 pounds. Constantly standing and walking. Occasionally, with assistance, lifts and carries objects weighing over 30 pounds.

ANNOUNCEMENT NO.: NAF-PA-2003-12

POSITION TITLE: Recreation Assistant (Bowling)

PAY PLAN-SERIES-GRADE: NF-0189-02

ENTRANCE SALARY: \$6.50 per hour

LOCATION: DCFA, CRD, Stars & Strikes Bowling Center

EMPLOYMENT CATEGORY: Flexible Appointment. (No Guaranteed Hours).

SUMMARY OF DUTIES: In a patron usage facility, circulates among patrons to assure service is satisfactory; receives and resolves customer complaints; provides information and general instructions on the use of equipment, facilities, and machinery. Assist patrons in use of the facility by checking out equipment, providing safety instruction, demonstrating new or unusual hobby techniques, teaching classes, etc. Plans, conducts, publicizes, and arranges support for NAFI sponsored special events, social activities, tournaments and related functions. May provide work guidance to other staff. Issues, receives and controls cash boxes and other charge funds. Reads and clears cash registers; transfers cash to safe. Makes bank deposits.

QUALIFICATION REQUIREMENTS: Work experience which involved dealing with the general public and documentation of cash transactions. Ability to operate cash register. Ability to lift or move weights up to 50 lbs. This position requires a significant amount of reaching, bending, and stooping. The incumbent of this position will be required to work evenings, weekends, and holidays.

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ANNOUNCEMENT NO.: NAF-PA-2003-13

POSITION TITLE: Recreation Aid

PAY PLAN-SERIES-GRADE: NF-0189-01

ENTRANCE SALARY: \$5.15 per hour

LOCATION: DCFA, CRD, Stars & Strikes Bowling Center

EMPLOYMENT CATEGORY: Flexible Appointment. (No Guaranteed Hours).

SUMMARY OF DUTIES: Issues tools, equipment and games to authorized customers, checking identification, and collecting fees when appropriate. Receives returned items inspecting for obvious damage and missing parts. In a recreation facility assists in directing patrons, scheduling the use of courts, lanes and equipment. Checks inventories and supplies. Participates in and directs games and social events. Decorates party rooms and maintains the cleanliness of assigned work areas. Operates a cash register.

QUALIFICATION REQUIREMENTS: Ability to operate a cash register. Ability to add, subtract, multiply and divide at level necessary to complete required reports. Ability to lift or move weights up to 50 lbs. This position requires a significant amount of reaching, bending, and stooping. The incumbent of this position will be required to work evenings, weekends, and holidays.

ANNOUNCEMENT NO.: NAF-PA-2003-14

POSITION TITLE: Food Service Worker

PAY PLAN-SERIES-GRADE: NA-7408-02

ENTRANCE SALARY: \$6.09 per hour

LOCATION: DCFA, CRD, Stars & Strikes Bowling Center

EMPLOYMENT CATEGORY: Flexible Appointment. (No Guaranteed Hours).

SUMMARY OF DUTIES: Prepare dishes, tableware, cooking utensils and other kitchen equipment for washing. Washes, stacks and stores dishes. Maintains dish washing area in a sanitary condition. Cleans garbage containers and garbage storage area. Sweeps and mops floors. Helps unload supplies. Assists in food preparation when required and may operate a cash register. Makes cold sandwiches using prepared ingredients. Serves food cafeteria style. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS: Ability to follow oral instructions and do simple tasks as well as tasks with several steps or use judgment in a sequence of tasks. Knowledge of food handling techniques. Ability to work safely. Ability to make simple mathematical calculations. Incumbent may lift or move objects weighing up to 20 pounds and occasionally lift up to 40 pounds, along with constant standing and walking.

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ANNOUNCEMENT NO.: NAF-PA-2003-15

POSITION TITLE: Recreation Assistant

PAY PLAN-SERIES-GRADE: NF-0189-02

ENTRANCE SALARY: \$6.50 per hour

LOCATION: DCFA, CRD, Sports Branch – Bayou Classic

EMPLOYMENT CATEGORY: Flexible Appointment. (No Guaranteed Hours).

SUMMARY OF DUTIES: In a patron usage facility, circulates among patrons to assure service is satisfactory; receives and resolves customer complaints; provides information and general instructions on the use of equipment, facilities, and machinery. Assist patrons in use of the facility by checking out equipment, providing safety instruction, demonstrating new or unusual hobby techniques, teaching classes, etc. Plans, conducts, publicizes, and arranges support for NAFI sponsored special events, social activities, tournaments and related functions. Cleans facility and policies grounds as required. Uses a computer or laptop to make notes, prepares and reviews reports, receives and transmits electronic mail in support of personally performed duties, not requiring a qualified typist.

QUALIFICATION REQUIREMENTS: Work experience which involved dealing with the general public. Ability to lift or move weights up to 50 lbs. Ability to use power lawn mower. Possession of valid motor vehicle operator's permit. This position requires a significant amount of reaching, bending, and stooping. The incumbent of this position will be required to work evenings, weekends, and holidays.

ANNOUNCEMENT NO.: NAF-PA-2003-16

POSITION TITLE: Aerobics Instructor

PAY PLAN-SERIES-GRADE: NF-1712-02

ENTRANCE SALARY: \$7.50 per hour

LOCATION: DCFA,CRD Sports Branch - Bayou Classic

EMPLOYMENT CATEGORY: Flexible Appointment. (No Guaranteed Hours).

SUMMARY OF DUTIES: Instructs aerobic classes of varying intensity or impact levels. Demonstrates proper workout techniques and safety procedures of aerobic equipment. Selects music and exercises used in class. Keeps records of all participation and collection of monies and prepares deposit slip. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS: Ability to demonstrate effective aerobic exercise skills. **Must attach a copy of Aerobic Exercise Certification and current Cardiopulmonary Resuscitation (CPR) Certification to application.**

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For further information regarding these vacancies, call the Civilian Personnel Advisory Center, NAF Branch (337) 531-6301/6631.

BILL R. CHANCE
NAF Human Resources Officer
CPAC, NAF Branch

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